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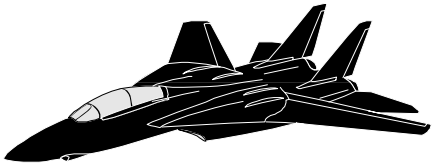

FLIGHT OPERATIONS RISK ASSESSMENT

WORKSHEETS & SPREADSHEET

Version – 1 May 1997

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RISK ASSESSMENT SPREADSHEET

FLIGHT & GROUND OPERATIONS RISK ASSESSMENT					[2.0-3.3=low, 3.4-4.7=med, 4.8-6.0=high]																	
SUBELEMENT	**ITEM**				**PAST**		**FUTURE**			**WEIGHT**				**SUBTOTAL**								
	(Weight)																					
Safety																						
	Safety Program					+		=	0	X	2	=	0		0.0							
	2				0		0															
Ground Operations																						
	Ground Procedures					+		=	0	X	3	=	0		0.0							
	3				0		0															
	FOD & Tool Cont.					+		=	0	X	2	=	0									
	2				0		0															
	Trng & Cert.					+		=	0	X	2	=	0									
	2				0		0															
	Engine Run					+		=	0	X	1	=	0									
	1				0		0															
	CARs					+		=	0	X	1	=	0									
	1				0		0															
Facility																						
	ARFF					+		=	0	X	2	=	0		0.0							
	2				0		0															
	Facilities & Prop.					+		=	0	X	1	=	0									
	1				0		0															
Flight Operations																						
	Flight Procedures					+		=	0	X	3	=	0		0.0							
	3				0		0															
	Flight Environment					+		=	0	X	2	=	0									
	2				0		0															
	Flight Crew					+		=	0	X	2	=	0									
	2				0		0															
	Flt. Hours/Sorties					+		=	0	X	1	=	0									
	1				0		0															
	Flt. Plans & Apprvl					+		=	0	X	1	=	0									
	1				0		0															
	Deployed Ops					+		=	0	X	1	=	0									
	1				0		0															
Miscellaneous																						
	Ctract Prov & Waiv					+		=	0	X	1	=	0		0.0							
	1				0		0															
	Host Nation					+		=	0	X	1	=	0									
	1				0		0				**V**		TOTAL									
Column subtotal divided by					0		0				**V**		0						**OVERALL**			
rated items total weights					26		26				**V**		DIVIDE						**RATING**			
					0.0	*Future>*	0.0				26	>>>	26	>>>>	>>>>>>		0.0					

(NOTE: In the soft copy of this matrix this page is an imbedded MS Excel Spreadsheet file. If you have Excel installed you can access the spreadsheet through MS Word by double clicking on the spreadsheet.)

RISK CATEGORY ASSESSMENT WORKSHEET

ELEMENT/SUBELEMENT

ELEMENT: **Flight Operations**
SUBELEMENT: **Safety**
ITEM: **Safety Program**

1. RISK - CONTRACTOR PAST:

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RISK RATING:

2. RISK - CONTRACTOR FUTURE:

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RISK RATING:

PREPARED BY: _____ **DATE:**

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Element: FLIGHT OPERATIONS References: DLAD 5000.4, Part VI, Chapter 4
Subelement: (Safety--Safety Program)

HIGH RISK

INHERENT RISK	PAST	FUTURE
• The potential hazard associated with managing a safety program may cause death, loss of facility/ asset or result in grave damage to national interests	• Lack of effective safety program cited as causal for mishaps • Class A/B mishap during year • > 2 Class C mishaps during year • > 6 $1,000 mishaps during year	• No concern or plans to build a safety management program • Previous mishap causal factors not being addressed -- Major accident likely

MEDIUM RISK

INHERENT RISK	PAST	FUTURE
• The potential hazard associated with managing a safety program may cause severe injury, illness, property damage to national or Service interests or degradation to efficient use of assets	• Safety program has been inconsistent/ineffective -- not a priority with management • 6 or less mishaps > $1000 and < $10000 during year • 2 or less Class C mishaps during year • Mishap Prevention Program does not analyze CARs or safety discrepancies for trends	• Limited plans to improve safety program • Limited actions planned to identify & rectify reportable/non-reportable mishap causal factors

LOW RISK

INHERENT RISK	PAST	FUTURE
• The potential hazard associated with managing a safety program may cause minor injury, illness, property damage, damage to national, Service or command interests or degradation to efficient use of assets	• Safety program contains all the right elements to mitigate program risks, address root causes, and has management support at all levels • 2 or less mishaps > $1000 and < $10000 during year	• Solid plan to implement a complete, workable and supported safety program • Proven record responding to safety concerns that mitigate likelihood of mishaps

Safety--Safety Program

These checklist items are provided to guide team members on the requirements of DLAM 8210.1/NAVAIRINST 3710.1/AR 95-20/AFR 55-22. They should be use to augment the preceding RA worksheet matrix, but not to make a definitive determination between risk levels.

1. Is there a contractor Consolidated Safety Council to actively promote flight safety? (3-6a[1])

2. Are the Safety Council's meetings documented with attendance and topics covered?

3. Are there monthly flight safety meetings with senior management involvement? Is attendance being recorded and meeting minutes distributed? (3-6a[6])

4. Does the contractor hold semiannual flight safety surveys, examining the following: (3-6a[2])

   A. Safety Publications
   B. Hazard, mishap, reporting, correction procedures
   C. Published safety responsibilities
   D. Monthly flying safety meeting minutes in FCIF
   E. Fire protection and prevention program
   F. Aircraft ground handling/servicing procedures
   G. Airfield and Facilities
   H. Crash and rescue procedures
   I. Foreign object damage control
   J. Duties/responsibilities of the designated aviation safety official

5. Does the contractor have a Pre-mishap Plan? (3-6b)

   A. Include accident investigation cooperation to include:
      (1) Site preservation (2) Photographs
      (3) Security requirements (4) Fuel/oil samples
      (5) Weather observations (6) Witness statements

   B. Include mishap reporting procedures for GFR/SS/ACO/PCO notification?
   C. Include a current roster of relevant government personnel?
   D. Proper procedures for a medical exam of personnel involved in a mishap?
   E. Procedures for a missing or overdue aircraft?
   F. Procedures for rescue and fire fighting?

6. Does the contractor have a hazard and mishap reporting system in place? Is data collected and analyzed for trends? (3-6a[5])

7. Does the contractor and APT use a systematic approach t (ORM) to managing risk? (DLAD 5000.4, Part VI, Chapter 4)

8. Does the contractor have written procedures to ensure only trained, qualified and/or certified personal perform aircraft crash, fire fighting and rescue? (8-1 & 8-2)

RISK CATEGORY ASSESSMENT WORKSHEET

ELEMENT/SUBELEMENT

ELEMENT: **Flight Operations**
SUBELEMENT: **Ground Operations**
ITEM: **Ground Operations Procedures**

1. RISK - CONTRACTOR PAST:

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RISK RATING:

2. RISK - CONTRACTOR FUTURE:

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RISK RATING:

PREPARED BY: _____ **DATE:**

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Element: FLIGHT OPERATIONS References: DLAD 5000.4, Part VI, Chapter 4
Subelement: (Aircraft Ground Operations--Ground Operations Procedures)

HIGH RISK

INHERENT RISK	PAST	FUTURE
• The potential hazard associated with aircraft ground operations procedures may cause death, loss of facility/ asset or result in grave damage to national interests	• Contractor has inadequate, missing and/or non approved written procedures for ground operations • Most personnel ignore or are not knowledgeable of written procedures • No process/program documentation or mostly inaccurate/incomplete records of annual reviews	• Contractor has no plans to develop written procedures for ground operations or improve compliance with existing procedures or correct documentation discrepancies

MEDIUM RISK

INHERENT RISK	PAST	FUTURE
• The potential hazard associated with aircraft ground operations procedures may cause severe injury, illness, property damage to national or Service interests or degradation to efficient use of assets	• Contractor has incomplete/interim approved and/or poorly written procedures • Some personnel ignore or are not knowledgeable of written procedures • Procedures not effective in guiding/controlling processes/programs	• Intent to improve incomplete and /or poorly written procedures is evident

LOW RISK

INHERENT RISK	PAST	FUTURE
• The potential hazard associated with aircraft ground operations procedures may cause minor injury, illness, property damage, damage to national, Service or command interests or degradation to efficient use of assets	• The GFR approved procedures have been written correctly to cover all requirements (DLAM 8210.1 and the contract) • Contractor has developed and maintains processes to fully comply with required procedures and documentation necessary for ground operations • Personnel understand and adhere to GFR approved procedures	• Contractor has developed and will implement and maintain processes to satisfy all procedural and documentation requirements

Aircraft Ground Operations--Ground Operations Procedures

These checklist items are provided to guide team members on the requirements of DLAM 8210.1/NAVAIRINST 3710.1/AR 95-20/AFR 55-22. They should be use to augment the preceding RA worksheet matrix, but not to make a definitive determination between risk levels.

1. Does the KTR have written procedures for all ground operations conducted at the facility? (3-6c)

A. Is there a formal aircraft parking plan?
- Are aircraft parking spots marked? If so, are they used?
- Are static grounds provided for each parking spot?
- Are tie downs provided?

B. Are specific areas designated for performing engine runs? Areas satisfactory?

C. Have procedures for aircraft towing been published?

D. Are wing walkers required per military tech orders?

E. Are taxi lines painted? If so, do they apply to all aircraft?

F. If taxi lines do not fit the aircraft, are marshallers and wing walkers aware of potential hazards?

G. Are minimum taxi criteria established?

2. Does the KTR have written procedures to ensure that only trained, qualified, and/or certified personnel perform ground operations? (8-1)

A. Are these procedures approved by the government? (8-1 & 8-2)

B. Do procedures require medical exams for KTR ground personnel who perform critical tasks? (i.e., engine run, fuel tank maintenance, high fall work) (8-2b)

C. Do the procedures require the KTR to train and certify their ground personnel? (8-2b)

D. Do the procedures require the KTR to train and certify their ground personnel annually in the following operations?

(1) Powered AGE
(2) Oxygen System Servicing
(3) Aircraft Towing
(4) Aircraft Marshaling
(5) Aircraft Jacking
(6) Egress Systems
(7) Engines and APU
(8) Hydraulic Systems
(9) Weapons, explosives, & other devices
(10) Refuel/defuel, purge, & tank maint.
(11) Aircraft engine & auxiliary power units
(12) Other high risk/critical tasks

E. Do the procedures include a severe weather plan to include mooring, tie down, movement and emergency hangaring procedures?

RISK CATEGORY ASSESSMENT WORKSHEET

ELEMENT/SUBELEMENT

ELEMENT: **Flight Operations**
SUBELEMENT: **Ground Operations Procedures**
ITEM: **FOD & Tool Control**

1. RISK - CONTRACTOR PAST:

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RISK RATING:

2. RISK - CONTRACTOR FUTURE:

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RISK RATING:

PREPARED BY: _____ **DATE:**

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Element: FLIGHT OPERATIONS References: DLAD 5000.4, Part VI, Chapter 4
Subelement: (Aircraft Ground Operations--FOD and Tool Control)

HIGH RISK

INHERENT RISK	PAST	FUTURE
• The potential hazard associated with FOD & Tool Control may cause death, loss of facility/asset or result in grave damage to national interest	• Ineffective procedures. Poor management/ employee buy-in. • Recurring incidents of lost tools, no established process for ensuring accountability of all KTR and/or personal tools, no hardware and consumable tool control program • A Class C FOD incident during last 6 months	• Contractor has no plans to enact a FOD and Tool Control program • Management has agreed to a shift to personal tools-- union will not allow personal tool accountability measures

MEDIUM RISK

INHERENT RISK	PAST	FUTURE
• The potential hazard associated with FOD & Tool Control may cause severe injury, illness, property damage to national or Service interests or degradation to efficient use of asset	• Contractor's FOD and Tool Control program includes all the positive measures but management does not ensure that it is always followed • Employees are not incentivized to follow the program measures • There are some cases of lost/found tools that are unaccountable • Two or more > $1000 and < $10000 FOD incidents during last year	• Contractor has no plans to start enforcing all positive measures in the FOD and Tool Control program • New employees will be hired but not forced/encouraged to follow the FOD and Tool Control program

LOW RISK

INHERENT RISK	PAST	FUTURE
• The potential hazard associated with FOD & Tool Control may cause minor injury, illness, property damage, damage to national, Service or command interests or degradation to efficient use of assets	• FOD and Tool Control program includes: lost tool procedures; procedures for ensuring accountability of all KTR and/or personal tools; accountability for tool crib special or regular tools; daily tool audit program; hardware and consumable tool control program • Program is supported totally by both employees and management • No FOD incidents in last year	• Contractor has plans to improve current FOD and Tool Control program with more in-depth program • Employees have agreed to participate fully in the program • Management has agreed to begin total support in managing/enforcing the program

Aircraft Ground Operations--FOD and Tool Control

These checklist items are provided to guide team members on the requirements of DLAM 8210.1/NAVAIRINST 3710.1/AR 95-20/AFR 55-22. They should be use to augment the preceding RA worksheet matrix, but not to make a definitive determination between risk levels.

1. Does the contractor include FOD in the semiannual flight safety survey? (3-2p(1)(b))

2. Does the contractor have a Foreign Object Damage (FOD) prevention program specifying responsibility for all personnel? (3-6a(8))

A. Is there a standard in the contract?
B. Is a high level manger responsible?
C. Is there an education program for all employees?
D. Are miscellaneous small parts (MSP) and expendable tools controlled?
E. Is FOD data accumulated and trends, repeats and incidents analyzed?
F. Are maintenance/manufacturing debris removed after each shift
G. Are engine inspections accomplished pre & post-run or when maintenance is done?
H. When are engine inspections accomplished?
I. Is there an airfield sweeping program?
J. Are all areas clean?
K. Area inspected prior to closing?

3. Does the contractor have a viable tool control program in place with written procedures to follow? Is lost tool data accumulated, tracked and analyzed for corrective action? (3-6a(9))

A. Are tools inventoried at the beginning and end of each shift by all workers?
B. Are lost or missing tools and hardware identified and reported in a timely manner?
C. Were all inventory lists accurate on each random check?
D. Is there a role for the first line supervisor in tool control?
E. Does the supervisor conduct random tool checks?

RISK CATEGORY ASSESSMENT WORKSHEET

ELEMENT/SUBELEMENT

ELEMENT: **Flight Operations**
SUBELEMENT: **Ground Operations Procedures**
ITEM: **Training & Certification**

1. RISK - CONTRACTOR PAST:

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RISK RATING:

2. RISK - CONTRACTOR FUTURE:

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RISK RATING:

PREPARED BY: _____ **DATE:**

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Element: FLIGHT OPERATIONS References: DLAD 5000.4, Part VI, Chapter 4
Subelement: (Aircraft Ground Operations--Training and Certification Program)

HIGH RISK

INHERENT RISK	PAST	FUTURE
• The potential hazard associated with a training and certification program may cause death, loss of facility/asset or result in grave damage to national interest	• Contractor has no formal training or certification program or does not follow the program or does not have any documentation to prove such a program is being performed • Frequent instances of unqualified personnel performing ground operations tasks during last year	• Contractor either has no plans to perform formal training and certification or maintain any documentation of such a program

MEDIUM RISK

INHERENT RISK	PAST	FUTURE
• The potential hazard associated with a training and certification program may cause severe injury, illness, property damage to national or Service interests or degradation to efficient use of asset	• Good formal training and certification program but there are task areas that are not covered and some employee or documentation lapses • Occasional instances of unqualified/uncertified personnel performing ground operation tasks during past year • Training management deficiencies exist due to lack of corporate agency cooperation (Commercial vs. Military)	• Limited plans/processes in place or being developed to improve current program and documentation required to manage training and certification program

LOW RISK

INHERENT RISK	PAST	FUTURE
• The potential hazard associated with a training and certification program may cause minor injury, illness, property damage, damage to national, Service or command interests or degradation to efficient use of assets	• Good formal training and certification program that includes all task areas and the necessary documentation • Contractor supervision involved in spot checks/etc. to verify program • No occurrences of unqualified/ uncertified personnel performing ground ops tasks during past year	• Contractor has processes established to improve current program to include all tasks and documentation required to manage training and certification program

Aircraft Ground Operations--Training and Certification Program

These checklist items are provided to guide team members on the requirements of DLAM 8210.1/NAVAIRINST 3710.1/AR 95-20/AFR 55-22. They should be use to augment the preceding RA worksheet matrix, but not to make a definitive determination between risk levels.

1. Are all forms/records being made available to GFR upon request?

2. Do records for ground personnel include: (8-5)

   A. Fire fighting and crash rescue?
   B. Certification of qualification training?
   C. Certification of current medical examinations?
   D. Certification of continuation training, i.e. egress, engine run, towing, crash rescue?

3. Does the KTR have written procedures to ensure only trained, qualified, and/or certified personnel perform ground operations and aircraft rescue and fire fighting? (8-1)

4. Are these procedures approved by the government? (8-2)

5. Do the procedures require the KTR to train and certify their ground personnel annually in the following ground operations? (8-2c)

   A. Powered aerospace support equipment (8-2d[1])
   B. Aircraft weapons, munitions, cartridge activated devices (8-2d[2])
   C. Lasers and explosives ((8-2d[2])
   D. Aircraft refuel/defuel and purging and fuel maintenance (8-2d[3])
   E. Oxygen system servicing (8-2d[4])
   F. Aircraft towing (8-2d[5])
   G. Aircraft marshaling (8-2d[6])
   H. Aircraft jacking ((8-2d[7])
   I. Egress systems including canopy removal (8-2d[8])
   J. Aircraft engine and auxiliary power unit operations ((8-2d[9])
   K. Aircraft taxiing by ground personnel (8-2d[10])
   L. Aircraft hydraulic system servicing and ground cooling (8-2d[11])
   M. Other high risk/critical ground operations

6. Do ground personnel authorized by the KTR to start, operate, or test aircraft installed engines and/or APUs receive the following annually? (8-3a)

   A. Starting and ground operation of engines
   B. Operation of aircraft steering
   C. Operation of aircraft brake systems
   D. Radio operation
   E. Engine fire procedures
   F. All other applicable emergency procedures
   G. Ground egress training (8-3b)
   H. Ground evacuation training (8-3c)

7. Do ground personnel demonstrate (semiannually) proficiency), i.e. knowledge of warnings, cautions, and notes, and emergency procedures to certifiers? (8-2a,8-3e)

8. Are other personnel required to receive general aircraft familiarization and safety training annually? (8-4)

9. Is the KTR maintaining records with documentation of training, certification, recertification, and medical examinations of all ground personnel, as appropriate? (8-5)

RISK CATEGORY ASSESSMENT WORKSHEET

ELEMENT/SUBELEMENT

ELEMENT: **Flight Operations**
SUBELEMENT: **Ground Operations Procedures**
ITEM: **Engine Runs**

1. RISK - CONTRACTOR PAST:

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RISK RATING:

2. RISK - CONTRACTOR FUTURE:

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RISK RATING:

PREPARED BY: _____ **DATE:**

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Element: FLIGHT OPERATIONS References: DLAD 5000.4, Part VI, Chapter 4
Subelement: (Aircraft Ground Operations--Engine Runs)

HIGH RISK

INHERENT RISK	PAST	FUTURE
• The potential hazard associated with engine runs may cause death, loss of facility/asset or result in grave damage to national interest	• Contractor has had recurring occasions of unqualified engine run operators/supervisors • Engine runs were performed in a FOD hazardous location on recurring basis • There have been recurring safety incidents and damage to property associated with engine runs	• Engine run operators/ supervisors qualifications/currencies will expire with no plan to retrain and recertify • Engine runs will continue to be performed in a FOD hazardous location

MEDIUM RISK

INHERENT RISK	PAST	FUTURE
• The potential hazard associated with engine runs may cause severe injury, illness, property damage to national or Service interests or degradation to efficient use of asset	• Contractor has had infrequent instances of unqualified/ noncurrent operators/ supervisors • Contractor has on occasion performed engine runs in FOD prone locations • Two or less Class D FOD occurrences during past 6 months	• Contractor may have infrequent occurrences of lapse of qualification/currency of engine run operators/supervisors • Contractor plans to occasionally perform engine runs in FOD prone locations • Will have 2 or less Class D FOD occurrences during the next year

LOW RISK

INHERENT RISK	PAST	FUTURE
• The potential hazard associated with engine runs may cause minor injury, illness, property damage, damage to national, Service or command interests or degradation to efficient use of assets	• Contractor has only performed engine runs on non-FOD prone aircraft/helicopter operations • Contractor management system has ensured no lapse in qualification/currency of operators/supervisors • Contractor performed engine runs only in FOD safe location • Contractor supervision directly involved in ensuring only qualified personnel perform engine runs	• Contractor either performs engine runs only on non-FOD prone aircraft/helicopters or will soon eliminate the engine run requirement on such aircraft • Contractor either has adequate engine run qualification/ currency tracking program for operators/ supervisors or soon will have one • Contractor will either continue to perform or will soon begin to perform engine runs only in a FOD safe location

Aircraft Ground Operations--Engine Runs

These checklist items are provided to guide team members on the requirements of DLAM 8210.1/NAVAIRINST 3710.1/AR 95-20/AFR 55-22. They should be use to augment the preceding RA worksheet matrix, but not to make a definitive determination between risk levels.

1. Do ground personnel authorized by the contractor to start, operate, or test aircraft installed engines and/or aircraft APUs receive the following annual practical instructions on? (8-3a)

   A. Starting and ground operation of engines
   B. Operation of aircraft steering.
   C. Operation of aircraft brake systems.
   D. Radio operations.
   E. Engine fire procedures.
   F. All other applicable emergency procedures

2. Receive ground egress training? (8-3b)

3. Receive ground evacuation training? (8-3c)

4. Pass a written examination, to include bold face and critical action emergency procedures? (8-3d)

5. Do ground personnel demonstrate (semiannually) their proficiency (8-2a), including knowledge of warnings, cautions and notes, and emergency procedures to certifying personnel? (8-3e)

6. Are personnel authorized to certify engine operators approved by the GFR? (8-3e)

7. Are ground personnel required to operate the same type engine in the same design aircraft once every 45 days? (8-3e)

8. Does the contractor maintain a record folder for ground personnel? (8-5)

   A. Certification of qualification training? (8-5a)
   B. Certification of continuation training (ground egress, engine run-up, crash/rescue, etc.)? (8-5)
   C. Certification of current medical examination? (8-5)

RISK CATEGORY ASSESSMENT WORKSHEET

ELEMENT/SUBELEMENT

ELEMENT: **Flight Operations**
SUBELEMENT: **Ground Operations Procedures**
ITEM: **Corrective Action Requests (CARs)**

1. RISK - CONTRACTOR PAST:

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RISK RATING:

2. RISK - CONTRACTOR FUTURE:

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RISK RATING:

PREPARED BY: _____ **DATE:**

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Element: FLIGHT OPERATIONS References: DLAD 5000.4, Part VI, Chapter 4
Subelement: (Aircraft Ground Operations--Corrective Action Requests [CARs])

HIGH RISK

INHERENT RISK	PAST	FUTURE
• The potential hazard associated with responsiveness to corrective action requests (CARs) may cause death, loss of facility/asset or result in grave damage to national interest	• Contractor conducts business as usual even though large number of CARs exist • No tracking system or management interest in CARs • No effort to CIP through CARs (constantly improve process)	• Contractor has no plans to establish a process to both track and answer all CARs

MEDIUM RISK

INHERENT RISK	PAST	FUTURE
• The potential hazard associated with responsiveness to corrective action requests (CARs) may cause severe injury, illness, property damage to national or Service interests or degradation to efficient use of asset	• Contractor answers most of the CARs • Most are timely • Most provide solutions • Most are tracked by management • Some provide acceptable root cause	• Contractor has plans to track and answer most of the CARs to provide effective and timely solutions

LOW RISK

INHERENT RISK	PAST	FUTURE
• The potential hazard associated with responsiveness to corrective action requests (CARs) may cause minor injury, illness, property damage, damage to national, Service or command interests or degradation to efficient use of assets	• Contractor has effective program to track/respond in a timely and effective manner to all CARs • CAR responses always address root causes and effective corrective action • Contractor has own CAR program (as part of mishap prevention program) • Zero backlog on CARs, last 6 months	• Contractor has plans to track and answer all of the CARs to provide effective and timely corrective actions

Aircraft Ground Operations--Responsiveness to Corrective Action Requests [CARs]

These checklist items are provided to guide team members on the requirements of DLAM 8210.1/NAVAIRINST 3710.1/AR 95-20/AFR 55-22. They should be use to augment the preceding RA worksheet matrix, but not to make a definitive determination between risk levels.

1. Does the contractor have an adequate hazard/mishap reporting process in place to take positive and lasting corrective action? (3-6a.(5))

2. Do corrective actions address the root cause of the CAR? (3-6a.(5))

3. Are CARs analyzed for trends and identification of systemic problems? (3-6a.(5))

4. Are CARs processed in a timely manner? (3-6a.(5))

5. Does the Consolidated Safety Council address solutions to systemic problems identified by CAR analysis? (3-6a.(1))

6. Does the contractor have its own internal CAR program (other than the DLAM requirement for accomplishing semi-annual safety surveys and other than the process the contractor uses to respond to Government issued CARs) where contractor personnel identify hazards on their own? (3-6a.(5))

RISK CATEGORY ASSESSMENT WORKSHEET

ELEMENT/SUBELEMENT

ELEMENT: **Flight Operations**
SUBELEMENT: **Facility & Property Protection**
ITEM: **Aircraft Rescue and Fire Fighting (ARFF)**

1. RISK - CONTRACTOR PAST:

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RISK RATING:

2. RISK - CONTRACTOR FUTURE:

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RISK RATING:

PREPARED BY: _____ **DATE:**

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Element: FLIGHT OPERATIONS References: DLAD 5000.4, Part VI, Chapter 4
Subelement: (Facility--Aircraft Rescue and Fire Fighting [ARFF] Program)

HIGH RISK

INHERENT RISK	PAST	FUTURE
• The potential hazard associated with Aircraft Rescue & Fire Fighting (ARFF) may cause death, loss of facility/asset or result in grave damage to national interest	• Contractor does not possess the proper ARFF equipment (IAW NFPA standards) • Contractor does not have enough and/or properly trained personnel • No record of testing fire fighting response • When tested response exceeded limits • Contractor is not able to meet ARFF response times • No corrective action plan developed t eliminate shortfalls	• Contractor has no plans to ensure adequate ARFF equipment and enough trained personnel are available • Contractor has no plans to meet ARFF response times

MEDIUM RISK

INHERENT RISK	PAST	FUTURE

• The potential hazard associated with Aircraft Rescue & Fire Fighting (ARFF) may cause severe injury, illness, property damage to national or Service interests or degradation to efficient use of asset	• Contractor has a good program but:
	  • Occasional vehicle coverage gaps
	  • Some responses exceed limits
	  • Some trained but noncurrent personnel augment ARFF crews
	  • Corrective action plan developed to eliminate shortfalls
		• Contractor has a good ARFF program but will have some gaps in trained personnel or adequate coverage and might not always meet response times

LOW RISK

INHERENT RISK	PAST	FUTURE
• The potential hazard associated with Aircraft Rescue & Fire Fighting (ARFF) may cause minor injury, illness, property damage, damage to national, Service or command interests or degradation to efficient use of assets	• Contractor meets all ARFF standards with respect to vehicles, personnel • Contractor performs periodic, realistic ARFF response tests • Response timing within standards	• Contractor either meets or will meet all ARFF standards with respect to vehicles, personnel, and response timing

Facility and Property Protection--Aircraft Rescue and Fire Fighting [ARFF] Program

These checklist items are provided to guide team members on the requirements of DLAM 8210.1/NAVAIRINST 3710.1/AR 95-20/AFR 55-22. They should be use to augment the preceding RA worksheet matrix, but not to make a definitive determination between risk levels.

1. Is the aircraft rescue and fire fighting (ARFF) response program included in the contractor's semiannual flight safety survey? (3-6a.(2))

2. Are there adequate procedures for ARFF? (3-6b.(2))

3. Is the ARFF response timing adequate to cover entire airfield? (3-6b.(2))

4. Is ARFF vehicle maintenance included in semiannual flight safety survey? (3-6a.(2))

5. Is the ARFF response team adequately manned and equipped to handle fires on aircraft located at the facility? (3-6b.(2))

6. Are ARFF personnel adequately trained to combat aircraft fires? (3-6b.(2))

7. If the contractor depends on outside agencies of ARFF response, are the appropriate MOUs/MOAs drawn up, signed and on file? (3-6b.(2))

8. Does the contractor have procedures in place to notify the GFR when ARFF capability is reduced due to vehicle maintenance or firefighter non-availability? (3-6b.(2))

9. Does the contractor conduct realistic exercises of their mishap response plan to include ARFF response? (3-6b.)

10. Are the POCs and phone numbers in the mishap response plan current? (3-6b.(3))

11. If the contractor has a waiver for portions of their contractual ARFF requirements do they follow the procedures outlined in the waiver that mitigate the increased risk?

12. Is senior fire fighter a member of the Consolidated Safety Council? (3-6a.(1))

13. Has the senior fire fighter reviewed the Contractor’s Procedures to prepare for ARFF’s role in them? (3-17)

14. Does the contractor have a current list of all hazardous/explosive chemicals/agents/metals located on the aircraft, and appropriate procedures for combating an aircraft fire when those items are involved? (3-6b.(2))

15. Does the ARFF team conduct recurring aircrew extraction exercises with aircrewmembers and aircraft familiarization training? (3-6b.(2))

RISK CATEGORY ASSESSMENT WORKSHEET

ELEMENT/SUBELEMENT

ELEMENT: **Flight Operations**
SUBELEMENT: **Facility & Property Protection**
ITEM: **Facilities & Property**

1. RISK - CONTRACTOR PAST:

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RISK RATING:

2. RISK - CONTRACTOR FUTURE:

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RISK RATING:

PREPARED BY: _____ **DATE:**

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Element: FLIGHT OPERATIONS References: DLAD 5000.4, Part VI, Chapter 4
Subelement: (Facility and Property Protection--Facilities and Property)

HIGH RISK

INHERENT RISK	PAST	FUTURE
• The potential hazard associated with facilities and property protection may cause death, loss of facility/asset or result in grave damage to national interest	• Contractor lacks the capability to protect government facilities and/or property • Instances of improperly stored chemicals and explosives • Contractor operations are performed in inadequate facilities that do not protect government furnished property (GFP) and incur routine damage • Facility/property damage within last 6 months	• Contractor has no plans to implement the necessary processes to protect the facilities/property of the government • Contractor operations either are or will be performed in inadequate facilities that do not protect GFP and will continue to incur routine damage

MEDIUM RISK

INHERENT RISK	PAST	FUTURE
• The potential hazard associated with facilities and property protection may cause severe injury, illness, property damage to national or Service interests or degradation to efficient use of asset	• Contractor has a limited fire suppression system; periodically tests it and firefighting response • Storage capability for HAZMAT is marginally adequate • Contractor occasionally has problems with facilities upkeep	• Contractor either has or will possess a good but limited capability to protect facilities and property • Fire response plan will be improved or continue to meet expectations • Contractor occasionally has or will continue to have problems with facilities upkeep and cannot always adequately protect all GFP

LOW RISK

INHERENT RISK	PAST	FUTURE
• The potential hazard associated with facilities and property protection may cause minor injury, illness, property damage, damage to national, Service or command interests or degradation to efficient use of assets	• A adequate processes in place to protect government facilities and property • Adequate storage procedures and capability to handle all types of hazardous materials • Contractor has adequate provisions for facility upkeep, modernization, and maintenance to protect GFP • No incidents or GFP damage caused by facilities	• Contractor either has or will have all the appropriate processes in place to help in protection of Government facilities and property • Fire response either is or will be adequate to meet all the response timing requirements • Contractor has or will have adequate provisions for facility upkeep, modernization, and maintenance to protect GFP

Facilities and Property Protection--Facility and Property

These checklist items are provided to guide team members on the requirements of DLAM 8210.1/NAVAIRINST 3710.1/AR 95-20/AFR 55-22. They should be use to augment the preceding RA worksheet matrix, but not to make a definitive determination between risk levels.

1. Does the contractor include fire prevention and protection in the semiannual flight safety surveys? (3-6a.(2))

2. Are there adequate procedures for fire prevention/protection? (3-6a.(7))

4. Is fire protection response adequate to cover all facilities? (3-6a.(7))

5. Does the contractor's fire protection program meet other requirements for protection listed in the contract (including enclosures and appendices, or Service requirements)?

6. Is the contractor's automatic hangar fire suppression system in good working order, inspected frequently, and adequate to suppress a hangar fire (at least long enough for worker egress)?

7. Does the contractor have a current site plan that indicates the location of all hazardous/explosive chemicals/agents/metals located throughout the facility? (3-6a.(2)(4)(5)(7) & (1))

RISK CATEGORY ASSESSMENT WORKSHEET

ELEMENT/SUBELEMENT

ELEMENT: **Flight Operations**
SUBELEMENT: **Flight Operations**
ITEM: **Flight Operations Procedures**

1. RISK - CONTRACTOR PAST:

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RISK RATING:

2. RISK - CONTRACTOR FUTURE:

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RISK RATING:

PREPARED BY: _____ **DATE:**

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Element: FLIGHT OPERATIONS References: DLAD 5000.4, Part VI, Chapter 4
Subelement: (Flight Operations--Flight Operations Procedures)

HIGH RISK

INHERENT RISK	PAST	FUTURE
• The potential hazard associated with flight procedures may cause death, loss of facility/ asset or result in grave damage to national interests	• Contractor has made no effort to comply with approved procedures for flight operations • Personnel do not comply with contractor's procedures • No documentation or mostly inaccurate and incomplete records • Unsafe situations were a result of lack of comprehensive procedures	• Contractor has no plans to develop written procedures for flight operations or improve compliance with existing procedures or correct documentation discrepancies

MEDIUM RISK

INHERENT RISK	PAST	FUTURE
• The potential hazard associated with flight procedures may cause severe injury, illness, property damage to national or Service interests or degradation to efficient use of assets	• Contractor has incomplete procedures and/or poor records documentation • Incomplete or poor understanding/adherence to contractor's procedures	• Intent to improve incomplete/ poorly written procedures is evident

LOW RISK

INHERENT RISK	PAST	FUTURE
• The potential hazard associated with flight procedures may cause minor injury, illness, property damage, damage to national, Service or command interests or degradation to efficient use of assets	• Contractor has approved, written procedures • Contractor has processes that ensure full compliance with the required procedures and documents as necessary	• Contractor has developed and will maintain processes to satisfy all documentation or procedural requirements

Flight Operations--Flight Operations Procedures

These checklist items are provided to guide team members on the requirements of DLAM 8210.1/NAVAIRINST 3710.1/AR 95-20/AFR 55-22. They should be use to augment the preceding RA worksheet matrix, but not to make a definitive determination between risk levels.

1. Has the contractor prepared procedures for all operating facilities to include aircraft ground and/or flight operations? (3-1)

2. Are they separate and distinct from industrial procedures? (3-1)

3. Do they describe the controls so that personnel do not perform duties that they are not qualified or authorized to perform? (3-1)

4. Does the contractor maintain a record of the review dates and actions taken on procedures reviewed by the GFR? (2-4)

5. Are these records being maintained for at least one year? (2-4)

6. Is a record of flight time by aircraft, depicting date and conditions of flight for each crew member, being maintained? (4-5)

7. Does the KTR maintain and/or use a Flight Crew Information File (FCIF) to include interim changes or revisions to the approved Contractor's Procedures? (3-4a)

8. Does the KTR use government technical manuals and checklists in all flight operations where applicable technical data has been published? (3-4b)

9. Does the KTR ensure that only the most current technical data is provided for use by all personnel? (3-4b)

RISK CATEGORY ASSESSMENT WORKSHEET

ELEMENT/SUBELEMENT

ELEMENT: **Flight Operations**
SUBELEMENT: **Flight Operations**
ITEM: **Flight Environment**

1. RISK - CONTRACTOR PAST:

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RISK RATING:

2. RISK - CONTRACTOR FUTURE:

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RISK RATING:

PREPARED BY: _____ **DATE:**

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Element: FLIGHT OPERATIONS References: DLAD 5000.4, Part VI, Chapter 4
Subelement: (Flight Environment--Flight Environment)

HIGH RISK

INHERENT RISK	PAST	FUTURE
• The potential hazard associated with flight environment may cause death, loss of facility/asset or result in grave damage to national interest	• The flight environment included 5-7 of the following adverse characteristics: migratory birds, hazardous terrain, airspace coordination problems, unusual weather patterns, need for special mission/equip quals (i.e., NVG), high altitude/temp, sensitive noise/electromagnetic emission areas, and • The Contractor's Procedures do not effectively mitigate the increased risk inherent with the areas listed based on their absence or historical data.	• The flight environment either includes or will include 5-7 of the following adverse characteristics: migratory birds, hazardous terrain, airspace coordination problems, unusual weather patterns, need for special mission/equip quals (i.e., NVG), high altitude/temp, sensitive noise/electromagnetic emission areas, and • The Contractor's Procedures do not effectively mitigate the increased risk inherent with the areas listed.

MEDIUM RISK

INHERENT RISK	PAST	FUTURE
• The potential hazard associated with flight environment may cause severe injury, illness, property damage to national or Service interests or degradation to efficient use of asset	• The flight environment includes no more than 3-4 of the adverse characteristics listed above, or • The Contractor's Procedures effectively mitigate the increased risk inherent with some of the areas listed. The effectiveness is based on historical data. Risk can be mitigated with training specific to the hazard, Memorandums of Agreement (MOAs), and flight restrictions.	• The flight environment either includes or will include no more than 3-4 of the adverse characteristics listed above, or • The Contractor's Procedures have been modified to effectively mitigate the increased risk inherent with some of the areas listed. Risk can be mitigated with training specific to the hazard, MOAs, and flight restrictions.

LOW RISK

INHERENT RISK	PAST	FUTURE
• The potential hazard associated with flight environment may cause minor injury, illness, property damage, damage to national, Service or command interests or degradation to efficient use of assets	• The flight environment included no more than 0-2 of the adverse characteristics listed above, or • The Contractor's Procedures have been modified to effectively mitigate the increased risk inherent with most (5-6) of the areas listed. The effectiveness is based on historical data	• Contractor's flight environment either includes or will include no more that 0-2 of the adverse characteristics listed above, or • The Contractor's Procedures have been modified to effectively mitigate the increased risk inherent with most (5-6) of the areas listed.

Flight Environment--Flight Environment

These checklist items are provided to guide team members on the requirements of DLAM 8210.1/NAVAIRINST 3710.1/AR 95-20/AFR 55-22. They should be use to augment the preceding RA worksheet matrix, but not to make a definitive determination between risk levels.

1. Do contractor flight procedures meet FAA requirements and include the following: (3-10d)

A. Basic regulations including flight area.
B. Traffic control tower requirements.
C. Weather minimums
D. Letters of agreement with local tower and civil airfield operations.
E. Filing flight plans.
F. Mutual aid agreements for fire protection and crash rescue.

2. Are standard operating procedures in place for the following: (3-10d)

A. Radio failure
B. Minimum fuel.
C. Landing gear malfunction.
D. Severe weather plans.
E. Crosswind landing criteria.
F. Use/maintenance of life support gear.
G. Airdrome traffic procedures.
H. Barrier/arresting gear procedures.
I. Emergency procedures.
J. Laser operations.
K. Controlled bailout/jettisoning areas.
L. Live fire gunnery operations.
M. Arming and de-arming areas.

3. Is each aircraft weight and balance accurately determined prior to flight? (3-10d(4)(k))

4. Has the contractor established mission profiles for each type of flight? (3-10a)

5. Has the contractor established who is responsible for the mission and mission briefing? (3-10a)

6. Are flights properly monitored during missions (location, status, fuel)?

7. Do aircrew briefings include, as a minimum. the following: (3-10c)

A. Station and takeoff time.
B. Primary Mission
C. Mission Aircraft.
D. Support Aircraft.
E. Weather.
F. Crew duties.
G. Route of flight
H. Range/working areas
I. Flight test profile.
J. Ground coordination.
K. Communications.
L. Lost communications.
M. Recovery and landing.
N. Alternate mission.
O. Life support equip
P. Emergency procedures.
Q. Security for mission.
R. Passenger Briefing.
S. Formation/chase.
T. Mission Debrief.

8. Are aircrews properly briefed on aircraft maintenance status prior to flight?

RISK CATEGORY ASSESSMENT WORKSHEET

ELEMENT/SUBELEMENT

ELEMENT: **Flight Operations**
SUBELEMENT: **Flight Operations**
ITEM: **Flight Crew**

1. RISK - CONTRACTOR PAST:

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RISK RATING:

2. RISK - CONTRACTOR FUTURE:

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RISK RATING:

PREPARED BY: _____ **DATE:**

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Element: FLIGHT OPERATIONS References: DLAD 5000.4, Part VI, Chapter 4
Subelement: (Operations--Flight Crew)

HIGH RISK

INHERENT RISK	PAST	FUTURE
• The potential hazard associated with flight crew factors may cause death, loss of facility/ asset or result in grave damage to national interests	• Major instability seen in the crew force associated with the existence of many(> 4 items) high risk crew factors: High turnover rate, low experience level, non-collocated aircrews (includes TDY military), crewmembers in training for long periods, mixed crews where they use different checklists/terms/ procedures, multiple aircraft qualifications/currencies Pilots using civilian aircraft to meet 50% of flying requirements	• Either many high risk crew factors exist with no plan to eliminate these factors or expectation of many high risk crew factors in the near future

MEDIUM RISK

INHERENT RISK	PAST	FUTURE
• The potential hazard associated with flight crew factors may cause severe injury, illness, property damage to national or Service interests or degradation to efficient use of assets	• Some instability seen in the crew force associated with the existence of several (2-4 items) high risk crew factors listed above	• Either several high risk crew factors exist with mediocre plan to eliminate these factors or expectation of several high risk crew factors in the near future

LOW RISK

INHERENT RISK	PAST	FUTURE
• The potential hazard associated with flight crew factors may cause minor injury, illness, property damage, damage to national, Service or command interests or degradation to efficient use of assets	• Little instability seen in the crew force associated with the existence of few several (< 2 items) high risk crew factors listed above	• Only a few high risk crew factors exist with a plan to eliminate these factors or no expectation of any high risk crew factors in the near future

Operations--Flight Crew

These checklist items are provided to guide team members on the requirements of DLAM 8210.1/NAVAIRINST 3710.1/AR 95-20/AFR 55-22. They should be use to augment the preceding RA worksheet matrix, but not to make a definitive determination between risk levels.

1. Are procedures in place governing the use of mixed flight crewmembers (contractor & Government) in multi-place aircraft or formation flights? (3-2d)

2. Are procedures in place for designating pilot-in-command of aircraft with more than one pilot or formation flights, to include mixed flight crewmembers (contractor & Government)? (3-2e)

3. Are contractor's flight crewmembers qualified and current in more than one aircraft? (3-5a)

4. Are multi-qualified crews meeting the requirements of Tables 7-1 through 7-4? (7-5)

5. Are aircrew records recorded on DD Form 1821, or other approved form? (4-1)

6. Does the contractor maintain a training folder for aircrew currently in training? (4-2)

7. Do the training folders contain the following: (4-2)

   A. Record of qualification training.
   B. Current aircraft/aircrew examinations with date and grade.
   C. Ground school showing dates, hours, and type of A/C.
   D. Flight training logs with areas and performance data.

8. Does the contractor maintain a record folder for all aircrew with the following: (4-3)

   A. Training folder.
   B. GFR aircrew approval.
   C. Current FAA/military flight physical.
   D. Aircrew proficiency records for past two years.
   E. Physiological training records.
   F. Egress and survival training.
   G. Copies of FAA certificates.

9. Does the contractor maintain a folder for non-crewmember with the following: (4-4)

   A. Non-crewmember's flight authorization.
   B. Physiological training record.
   C. Current medical examination certification.
   D. Egress and survival training.
   F. Certification of training qualifications

10. Is a record of flight time by aircraft, depicting date and conditions of flight for each crewmember, being maintained? (4-6)

11. Does the contractor maintain record folders for crews in training including: (4-2)

   A. Record of qualification training. (4-2a)
   B. Flight resume of training covered. (4-2d)
   C. Hour, type and dates ground schools. (4-2c)
   D. Record of aircrew/aircraft examination with grade and date. (4-2b)
   E. Records of training perquisites. (4-2e)
   F. Records included in 8 above. (4-3)

RISK CATEGORY ASSESSMENT WORKSHEET

ELEMENT/SUBELEMENT

ELEMENT: **Flight Operations**
SUBELEMENT: **Flight Ops**
ITEM: **Flight Hours/Sorties**

1. RISK - CONTRACTOR PAST:

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RISK RATING:

2. RISK - CONTRACTOR FUTURE:

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RISK RATING:

PREPARED BY: _____ **DATE:**

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Element: FLIGHT OPERATIONS References: DLAD 5000.4, Part VI, Chapter 4
Subelement: (Operations--Flight Hours/Sorties)

HIGH RISK

INHERENT RISK	PAST	FUTURE
• The potential hazard associated with flight hours/sorties may cause death, loss of facility/ asset or result in grave damage to national interests	• Contractor was not able to maintain currency requirements for aircrew • Individual flew in excess of SVC monthly flight hour limits and showed signs of fatigue • Aircraft usually flown in excess of SVC utilization rates (UTE) • Insufficient sorties to maintain currency or less than required by contract/ regulation • Sorties flown exceed contract/ individual capabilities and overtax aircrew members	• Contractor plans will not allow aircrews to maintain currency requirements • Contractor plans will cause individuals to fly in excess of monthly SVC flying hour/sortie limits resulting in fatigued aircrews • Contractor will exceed SVC UTE rates

MEDIUM RISK

INHERENT RISK	PAST	FUTURE
• The potential hazard associated with flight hours/sorties may cause severe injury, illness, property damage to national or Service interests or degradation to efficient use of assets	• Contractor's flying program caused periods where some crew members were either unable to maintain currency or surges in flying caused fatigue • Increased flying hours /sorties lowered probability of fully mission capable aircraft • Occasional periods of sortie surges/lulls cause currency problems and fatigue	• Contractor's flying program forecast will see periods of surges or lulls that may cause either fatigue or inability to maintain currency • Planned surges in flying hour program/sortie rate will decrease the mission capability of the aircraft

LOW RISK

INHERENT RISK	PAST	FUTURE
• The potential hazard associated with flight hours/sorties may cause minor injury, illness, property damage, damage to national, Service or command interests or degradation to efficient use of assets	• Contractor's program resulted in aircrew exceeding the minimum currency requirements yet did not exceed the SVC monthly flying hour /target sortie limits that induce unsafe fatigue • Flew at/or below UTE rate	• Contractor either has or will have a well managed program to both exceed the minimum currency requirements but not exceed the maximum SVC flying hour /target sortie limits • Contractor will not exceed the SVC UTE rate

Operations--Flight Hours/Sorties

These checklist items are provided to guide team members on the requirements of DLAM 8210.1/NAVAIRINST 3710.1/AR 95-20/AFR 55-22. They should be use to augment the preceding RA worksheet matrix, but not to make a definitive determination between risk levels.

1. Is a record of flight time by aircraft, depicting data and conditions of flight for each crew member being maintained? (4-5)

2. Do aircrew flying requirements include the following:

A. 1 landing every 45 days. (5-5)
B. Semiannual/annual flight time/sorties. (Table 7-1 through 7-4)
C. Simulator used to fulfill currency requirements. (7-2b)
D. Annual proficiency flight evaluation. (3-7c(2))
E. Annual instrument flight evaluation, (3-7c(3))
F. Annual maintenance test evaluation, if required. (3-7c(4))
G. Currency minimums for multiple aircraft qualifications, if approved. (7-5)

4. Are minimum crew requirements for each aircraft designated? (3-2f)

5. Has the contractor identified their maximum aircrew duty time and rest requirements and are they followed? (3-3)

A. 10 (12) consecutive hours for single piloted aircraft or 12 hours on dual acceptance/test flights.
B. 16 consecutive hours for dual piloted support flights with working autopilot used.
C. 6 flying hours in 10 (12) hour duty period for non-support single-piloted helicopters.
D. Minimum crew rest of 12 hours, with 8 hours allowed for sleep.

5. Does the contractor crew force properly adhere to duty day start times? (3-3)

6. Can the crew duty period be extended and does the aircrew know how this is done? (3-3)

7. Is currency monitored to prevent flying out of qualifications? (3-7a)

8. Has the contractor identified their maximum aircrew duty time and rest requirements and are they being followed?

9. Have all crew members received written approval of the GFR prior to flight. (6-3)

RISK CATEGORY ASSESSMENT WORKSHEET

ELEMENT/SUBELEMENT

ELEMENT: **Flight Operations**
SUBELEMENT: **Flight Ops**
ITEM: **Flight Plans & Approval**

1. RISK - CONTRACTOR PAST:

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RISK RATING:

2. RISK - CONTRACTOR FUTURE:

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RISK RATING:

PREPARED BY: _____ **DATE:**

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Element: FLIGHT OPERATIONS References: DLAD 5000.4, Part VI, Chapter 4
Subelement: (Flight Operations--Flight Planning and Approvals)

HIGH RISK

INHERENT RISK	PAST	FUTURE
• The potential hazard associated with flight plans & approvals may cause death, loss of facility/ asset or result in grave damage to national interests	• No evidence of procedures for required flight planning and approval or they were out of date or they were not used	• No evidence of process to provide for adequate flight planning and approval procedures or management direction to update or adhere to them

MEDIUM RISK

INHERENT RISK	PAST	FUTURE
• The potential hazard associated with flight plans & approvals may cause severe injury, illness, property damage to national or Service interests or degradation to efficient use of assets	• Contractor has incomplete flight planning and approval procedures and poor records documentation	• Contractor has some weakness in flight planning and approval procedures and documentation with no plan to correct

LOW RISK

INHERENT RISK	PAST	FUTURE
• The potential hazard associated with flight plans & approvals may cause minor injury, illness, property damage, damage to national, Service or command interests or degradation to efficient use of assets	• Contractor has developed or maintained processes to fully comply with the required flight planing and approval procedures and documentation necessary for flight ops	• Contractor has developed or will maintain processes to satisfy all flight planning and approval documentation or procedural requirements

Operations--Flight Planning and Approvals

These checklist items are provided to guide team members on the requirements of DLAM 8210.1/NAVAIRINST 3710.1/AR 95-20/AFR 55-22. They should be use to augment the preceding RA worksheet matrix, but not to make a definitive determination between risk levels.

1. Does the KTR provide the pilots with the following: (3-2a)
   A. Flight crew briefing/planning area
   B. Local area charts with restrictions
   C. Current FAA publications
   D. Airfield diagrams with restrictions
   E. Flight filing procedure
   F. Local center/tower operations. Agreements
   G. Weather briefings
   H. Mission profiles
   I. Notams

2. Is there an individual contractor employee designated as being responsible for approving flights? (3-2 c)

3. Does the contractor maintain and use a Flight Crew Information File (FCIF) to include interim changes or revisions to the approved contractor's procedures? (3-4a)

4. Is it located in a designated location? (3-4a)

5. Does the contractor ensure/document aircrews don't fly without FCIF review? (3-4)

6. Is the information in the FCIF relevant and current? (3-4)

7. If applicable, are FAA Airworthiness Directives and Service Bulletins current? (3-4b)

8. If locally devised checklists are allowed by the procuring authority, are they current? (3-4b)

9. Are flights properly classified as experimental test, engineering test, check flights, or support flights? (1-21, 1-22, 1-23, 1-24)

10. Do procedures address the differences in contractor flight operations of experimental tests, engineering tests, and associated ground operations of Government aircraft as a separate section within the Procedures? (3-12)

11. Are flights properly classified and submitted for approval? (3-2b)

RISK CATEGORY ASSESSMENT WORKSHEET

ELEMENT/SUBELEMENT

ELEMENT: **Flight Operations**
SUBELEMENT: **Flight Operations**
ITEM: **Deployed Operations**

1. RISK - CONTRACTOR PAST:

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RISK RATING:

2. RISK - CONTRACTOR FUTURE:

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RISK RATING:

PREPARED BY: _____ **DATE:**

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Element: FLIGHT OPERATIONS References: DLAD 5000.4, Part VI, Chapter 4
Subelement: (Flight Environment--Deployed Operations)

HIGH RISK

INHERENT RISK	PAST	FUTURE
• The potential hazard associated with deployed operations may cause death, loss of facility/asset or result in grave damage to national interest	• Contractor's deployment rate (> 10 days/year) added most of the following risks: Off-sites reduced management involvement; unfamiliar environment factors; focus reduced from critical operation (safety, objectivity, standard operating procedures); focus channeled to deployment activities (arrange billeting, schedules, transportation and personal conflicts, and • The Contractor's Procedures do not effectively mitigate the increased risk inherent with the areas listed based on their absence or historical data.	• Contractor's deployment rate (> 10 days/year) adds or will add most of the following risks: Off-sites reduced management involvement; unfamiliar environment factors; focus reduced from critical operation (safety, objectivity, standard operating procedures); focus channeled to deployment activities (arrange billeting, schedules, transportation and personal conflicts, and • The Contractor's Procedures do not effectively mitigate the increased risk inherent with the areas listed.

MEDIUM RISK

INHERENT RISK	PAST	FUTURE
• The potential hazard associated with deployed operations may cause severe injury, illness, property damage to national or Service interests or degradation to efficient use of asset	• Contractor's deployment rate (< 10 days/year) added some of the risk areas listed above, and • The Contractor's Procedures effectively mitigate the increased risk inherent with some of the areas listed with comprehensive local area training, extensive pre-planning, and onsite management oversight The effectiveness is based on historical data..	• Deployment rate (< 10 days/year) adds or will add some of the risks listed above & • The Contractor's Procedures have been modified to effectively mitigate the increased risk inherent with some of the areas listed with comprehensive local area training, extensive pre-planning, and onsite management oversight

LOW RISK

INHERENT RISK	PAST	FUTURE
• The potential hazard associated with deployed operations may cause minor injury, illness, property damage, damage to national, Service or command interests or degradation to efficient use of assets	• Contractor has not deployed to-date but has capability or • The Contractor's Procedures have been modified to effectively mitigate the increased risk inherent with the areas listed. Effectiveness is based on historical data.	• Contractor either has no plans to deploy yet maintains some capability to do so, or contractor has plans to cease all deployed ops or • The Contractor's Procedures have been modified to effectively mitigate the increased risk inherent with the areas listed.

Flight Environment--Deployed Operations

These checklist items are provided to guide team members on the requirements of DLAM 8210.1/NAVAIRINST 3710.1/AR 95-20/AFR 55-22. They should be use to augment the preceding RA worksheet matrix, but not to make a definitive determination between risk levels.

1. Do contractor flight procedures meet FAA requirements and include the following: (3-10d)

   A. Basic regulations including flight area.
   B. Traffic control tower requirements.
   C. Weather minimums
   D. Letters of agreement with local tower and civil airfield operations.
   E. Filing flight plans.
   F. Mutual aid agreements for fire protection and crash rescue.

2. Are standard operating procedures in place for the following: (3-10d)

   A. Radio failure
   B. Minimum fuel.
   C. Landing gear malfunction.
   D. Severe weather plans.
   E. Crosswind landing criteria.
   F. Use/maintenance of life support gear.
   G. Airdrome traffic procedures.
   H. Barrier/arresting gear procedures.
   I. Emergency procedures.
   J. Laser operations.
   K. Controlled bailout/jettisoning areas.
   L. Live fire gunnery operations.
   M. Arming and dearming areas.

3. Is each aircraft weight and balance accurately determined prior to flight? (3-10d(4)(k))

4. Has the contractor established mission profiles for each type of flight? (3-10a)

5. Has the contractor established who is responsible for the mission briefing? (3-10a)

6. Are flights properly monitored during missions (location, status, fuel)?

7. Do aircrew briefings include, as a minimum. the following: (3-10c)

   A. Station and takeoff time.
   B. Primary Mission
   C. Mission Aircraft.
   D. Support Aircraft.
   E. Weather.
   F. Crew duties.
   G. Route of flight.
   H. Range/working areas.
   I. Flight test profile.
   J. Ground coordination.
   K. Communications.
   L. Lost communications.
   M. Recovery and landing.
   N. Alternate mission.
   O. Life support equipment.
   P. Emergency procedures.
   Q. Security for mission.
   R. Passenger Briefing.
   S. Formation/chase.
   T. Mission Debrief.

8. Are aircrews properly briefed on aircraft maintenance status prior to flight?

RISK CATEGORY ASSESSMENT WORKSHEET

ELEMENT/SUBELEMENT

ELEMENT: **Flight Operations**
SUBELEMENT: **Miscellaneous**
ITEM: **Contract Provisions/Waivers**

1. RISK - CONTRACTOR PAST:

-
-
-
-
-

RISK RATING:

2. RISK - CONTRACTOR FUTURE:

-
-
-
-
-

RISK RATING:

PREPARED BY: _____ **DATE:**

BLANK

Element: FLIGHT OPERATIONS References: DLAD 5000.4, Part VI, Chapter 4
Subelement: (Miscellaneous--Contract Provisions/Waivers)

HIGH RISK

INHERENT RISK	PAST	FUTURE
• The potential hazard associated with contract provisions/waivers may cause death, loss of facility/asset or result in grave damage to national interest	• Contractor operates under a boilerplate contract that excludes most of the appropriate safety and Service guidance • Contractor has waivers that are not current nor properly approved/documented	• Contractor either currently or in an upcoming change to the contract will not have the required provisions in the contract to satisfy concerns with Service guidance and safety • Contractor has or will have waivers that are not current nor properly approved/documented

MEDIUM RISK

INHERENT RISK	PAST	FUTURE
• The potential hazard associated with contract provisions/waivers may cause severe injury, illness, property damage to national or Service interests or degradation to efficient use of asset	• Contract has some of the required provisions to address both safety concerns and Service guidance • Contractor requires several waivers to perform operations that slightly increase risk	• Contract either has or will have some of the required provisions to address both safety concerns and Service guidance • Contractor has or will require several waivers to perform operations that slightly increase risk

LOW RISK

INHERENT RISK	PAST	FUTURE
• The potential hazard associated with contract provisions/waivers may cause minor injury, illness, property damage, damage to national, Service or command interests or degradation to efficient use of assets	• Contract has most of the required provisions to address both safety concerns and Service guidance • Contractor's waivers result in minimal or no increased risk	• Contract either has or will have all of the required provisions to address both safety concerns and Service guidance • Contractor's waivers result or will result in minimal or no increased risk

Miscellaneous--Contract Provisions/Waivers

These checklist items are provided to guide team members on the requirements of DLAM 8210.1/NAVAIRINST 3710.1/AR 95-20/AFR 55-22. They should be use to augment the preceding RA worksheet matrix, but not to make a definitive determination between risk levels.

1. Are all waivers to the joint regulation current? (9-1)

2. Are there any waivers to other contract provisions that relate to flight & ground operations? Are they current?

3. Are there procedures in place to mitigate the increased risks incurred by the waiver(s)?

4. Are those procedures followed?

RISK CATEGORY ASSESSMENT WORKSHEET

ELEMENT/SUBELEMENT

ELEMENT: **Flight Operations**
SUBELEMENT: **Miscellaneous**
ITEM: **Host Nation**

1. RISK - CONTRACTOR PAST:

-
-
-
-
-

RISK RATING:

2. RISK - CONTRACTOR FUTURE:

-
-
-
-
-

RISK RATING:

PREPARED BY: _____ **DATE:**

BLANK

Element: FLIGHT OPERATIONS References: DLAD 5000.4, Part VI, Chapter 4
Subelement: (Miscellaneous--Host Nation)

HIGH RISK

INHERENT RISK	PAST	FUTURE
• The potential hazard associated with host nation operations may cause death, loss of facility/asset or result in grave damage to national interest	• Host nation contractors possess major cultural, language and political barriers: • No English spoken by contractors • Major cultural differences within contractors or between contractors, customers, and CAS agency • Procedures not aligned with US Government guidelines • Rising political differences within contractors or between contractors, customers, and CAS agency	• Host nation contractors either possess or will possess major cultural, language and political barriers: • No English spoken by contractors • Major cultural differences within contractors or between contractors, customers, and CAS agency • Procedures not aligned with US Government guidelines • Rising political differences within contractors or between contractors, customers, and CAS agency

MEDIUM RISK

INHERENT RISK	PAST	FUTURE
• The potential hazard associated with host nation operations may cause severe injury, illness, property damage to national or Service interests or degradation to efficient use of asset	• Contractor has some cultural, language and political barriers: • Limited English spoken by contractors • Minor cultural/political differences within contractors or between contractors, customers, and CAS agency • Procedures aligned with DoD guidelines but not Services'	• Contractor has or will have some cultural, language and political barriers: • Limited English spoken by contractors • Minor cultural/political differences within contractors or between contractors, customers, and CAS agency • Procedures aligned with DoD guidelines but not Services'

LOW RISK

INHERENT RISK	PAST	FUTURE
• The potential hazard associated with host nation operations may cause minor injury, illness, property damage, damage to national, Service or command interests or degradation to efficient use of assets	• Operation had no cultural, language or political barriers: • English language is the norm/ standard • No cultural/political differences exist • Procedures aligned with the Service customer(s)	• Operation has no have any cultural, language or political barriers: • English language is the norm/ standard • No cultural/political differences exist • Procedures aligned with the Service customer(s)

Miscellaneous--Host Nation

There are no checklist items available to guide team members on the requirements of DLAM 8210.1/NAVAIRINST 3710.1/AR 95-20/AFR 55-22 as they relate to Host Nation Risks. Risk Assessment teams should use the preceding matrix then review all other enclosed checklists for their applicability to Host Nation Risk.